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International Training Programs in Labor Statistics, 1987

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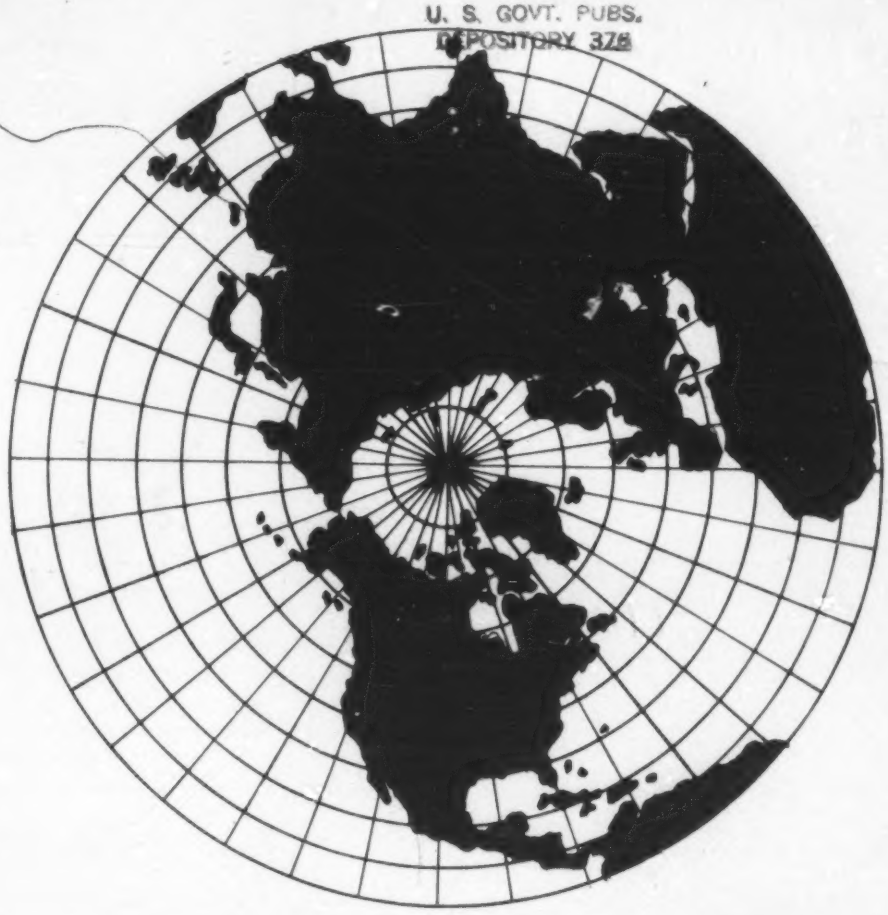

1987 LABOR STATISTICS SEMINARS

Labor Force, Employment, and Unemployment

Wages and Other Compensation

Manpower Projections

Price Indexes

Management of Labor Statistics

Analysis of Labor Statistics

Occupational Safety and Health Statistics

Data for Collective Bargaining

Labor Market Information

Computer Packages
(Beginners and Advanced)

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International Training Programs in Labor Statistics, 1987

U.S. Department of Labor
William E. Brock, Secretary

Bureau of Labor Statistics
Janet L. Norwood, Commissioner

International Labor Statistics Program Center

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What are labor statistics?

The term "labor statistics" means much more than information about trade unions. Labor statistics include all kinds of economic and social statistics relating to workers:

- Employment
- Unemployment
- Underemployment
- Labor force characteristics
- Wages, salaries, and other compensation
- Productivity
- Projections of manpower supply and demand
- Economic growth models
- Consumer price indexes
- Consumer expenditure and income surveys
- Producer price indexes
- Import-export price indexes
- Work stoppages
- Trade union membership
- Work-related injuries and illnesses

Who can benefit from labor statistics programs?

- Economists
- Statisticians
- Planners
- Managers
- Analysts
- Researchers

From:

- Labor ministries
- Central statistical offices
- Planning ministries
- Central banks
- Other government agencies
- Businesses
- Trade unions
- Universities

Where are Labor Statistics Seminars held?

Each year, the International Labor Statistics Program Center of the Bureau of Labor Statistics conducts a number of seminars of 4 to 8 weeks duration at its training facilities in Washington, D.C. These seminars bring together statisticians, economists, analysts and other data users from countries all over the world. Each seminar is designed to strengthen capabilities in collecting and analyzing economic, labor, and social statistics as well as in in applying the results to policy formulation, especially for human resources development. Each seminar includes at least one field trip, as well as lectures, discussions, and practical workshops.

In addition to its Washington-based seminars, the Bureau of Labor Statistics may conduct seminars overseas on request. Such seminars may be held either for an individual nation or for the countries of a region.

Specialized training programs and consultations are arranged and conducted for individual participants, based upon their particular needs and interests. Such special programs range from half a day to a full year in duration.

The Bureau of Labor Statistics also makes available technical experts to serve as consultants overseas, at the request of individual governments or international organizations.

For additional information about any of the seminars or training programs, please write to:

John T. McCracken, Director
International Labor Statistics Program Center
Bureau of Labor Statistics
U.S. Department of Labor, Room S-1310
200 Constitution Avenue NW.
Washington, D.C. 20212-USA
Telephone: (202) 523-9231

or contact AID/W,
U.S. Department of State, Washington, D.C.

What programs are held, and when?

Computer Packages for Beginners and Users of Labor Statistics (5 weeks) ..... March 9 - April 10, 1987

Labor Statistics Computer Software Packages (Advanced) 6weeks) ..... April 13 - May 22, 1987

Labor Force Characteristics; Measurement of Employment, Underemployment, and Unemployment (6 weeks) ..... May 4 - June 12, 1987

Measurement of Wages, Salaries, and Other Compensation and Determination of Minimum Wages (6 weeks) ..... May 18 - June 26, 1987

Manpower Projections and Analysis for Planning and Development (6 weeks) ..... June 15- July 24, 1987

Construction and Analysis of Price Indexes (6 weeks) ..... June 29 - August 7, 1987

Management of Labor Statistics Programs (4 weeks) ..... August 10 - September 4, 1987

Analysis of Labor Statistics for Policy Formulation in the Human Resources Sector (8 weeks) ..... September 14 - November 6, 1987

Occupational Safety and Health Statistics and Programs (5 weeks) ..... October 5 - November 6, 1987

Use of Economic Data in Collective Bargaining (2 or 3 weeks) ..... November 2 - November 13 or 20, 1987

Collection and Analysis of Labor Market Information (5 weeks) ..... November 9 - December 11, 1987

Special programs are arranged for the periods between seminars for those attending more than one seminar. Special programs may also be arranged upon request for the period preceding or following any seminar.

Scheduled Program Descriptions

SEMINAR TITLE: **Computer Packages for Beginners and Users of Labor Statistics**

DATES: March 9 - April 10, 1987
DURATION: Five weeks

PARTICIPANTS: This seminar is designed for persons without previous experience in using computers, and especially for users and analysts of labor statistics who would like to learn how computers or microcomputers might assist them in their work.

OBJECTIVES:

—To provide participants with basic "computer literacy," that is, an understanding of how computers work and how they can be used;

—To enable participants to explore ways in which low-cost minicomputers, microcomputers, and personal computers can be used in the analysis of labor statistics; and

—To acquaint participants with various kinds of "user-friendly" software, designed to be used by the nonprogrammer, that can facilitate the analysis and management of labor statistics programs.

PROGRAM CONTENT:

In the past decade, massive technological advances have been made in the computer industry worldwide. Automated data processing (ADP) capability was previously limited to those organizations who could afford to purchase and and maintain expensive mainframe computer systems and whose staff possessed a high level of technical expertise. Today, low cost minicomputers, microcomputers, and personal computers have made ADP capability widely affordable and accessible, even for those with little technical background.

This seminar is designed to give participants a general understanding of different types of computers and their capabilities, and to provide a basis for informed decisionmaking in the procurement of computing equipment commensurate with the needs and resources of the organization. Applications of appropriate computer technology for the processing, analysis, and management of labor statistics will be presented in the context of various hardware and software configurations.

A summary of the program follows:

I. *Computer literacy*
- A. History of computing
- B. Components of computer system hardware, including processors, input and output devices, and storage devices
- C. Fundamentals of programming; giving instructions to the computer
- D. Software and operating systems

II. *Minicomputers*
- A. Characteristics of hardware
- B. Software for minicomputers useful for labor statistics applications

III. *Micro and personal computers*
- A. Characteristics of hardware
- B. Data base software
- C. Spreadsheet software
- D. Word processing software
- E. Statistical packages
- F. Management applications

IV. *Assessing needs for computer capability*

SEMINAR TITLE: **Labor Statistics Computer Software Packages (Advanced)**

DATES: April 13 - May 22, 1987
DURATION: Six weeks

PARTICIPANTS: Participants should have some experience in programming, systems analysis, or other related automated data processing experience. Participants without such experience should first attend the seminar on Computer Packages for Beginners and Users of Labor Statistics, March 9 -April 10, which immediately procedes this seminar.

OBJECTIVES: To make available automated data processing tools for the participants to use in the production and analysis of labor statistics through:

—Summarizing, estimating, and presenting data in tabular format, e.g., annual surveys of occupational wage rates; work stoppages; industrial relations; consumer expenditures; matrices of input-output studies; retail, wholesale, industrial, and foreign trade price indexes; employment and other labor force summary statistics; and data on productivity and industrial safety;

—Selecting samples, controlling responses, and assisting generally in production tasks through problem-oriented languages which allow the user to request data, make computations, and control the layout of the results in a table; and

—Analyzing data using a variety of techniques, making economic projections, and simulating the effects of policy decisions on economic variables.

PROGRAM CONTENT:

A. Management of computer systems: Developing automatic data processing methods, procedures, and programs for maintaining and processing labor statistics.

B. *Data base management system; concepts:* Organizing statistical data for easy accessibility through retrieval and storage systems; keeping data in order; and processing corrections, deletions, and additions into and out of the data base expeditiously and reliably.

1. Labor Statistics Data Base and Information System (LABSTAT). The central repository for a wide range of data generated by BLS statistical surveys.

2. Macrodata Language (MDL). Retrieves and displays data in tabulated form and performs statistical operations such as percent changes, moving averages, and indexes.

3. Table Producing Language (TPL). Designed to select, restructure, cross-tabulate, and display statistical data.

4. Print Control Language (PCL). Used with TPL to provide a clean, formatted, computer line-printer copy of statistical results for photo-offset printing.

5. Statistical Charting System (SCS). Used in the production of time-series charts for publications.

C. *Statistical methods for analysis:* Demonstrating the application of computer software packages on mainframe and microcomputers designed for the analysis of socioeconomic data; routines for performing matrix inversion; regression analysis; cross-tabulation; computations for econometric research; policy simulations; and other statistical operations.

SEMINAR TITLE: **Labor Force Characteristics; Measurement of Employment, Underemployment, and Unemployment**

DATES: May 4 - June 12, 1987
DURATION: Six weeks

PARTICIPANTS: This seminar is designed for economists, statisticians, researchers, analysts, and managers from labor ministries, planning ministries, central statistical offices, central banks, development agencies, social affairs ministries, universities, trade unions, and businesses.

OBJECTIVES: To strengthen capabilities for the production and analysis of statistics on employment, underemployment, and unemployment by:

—Presenting techniques for designing and conducting surveys to measure employment, underemployment, and unemployment, especially in rural areas;

—Presenting methodologies for designing and conducting surveys of establishments to measure employment by industry and occupation;

—Developing skills in analyzing data on the characteristics of the labor force, and on employment, underemployment, and unemployment; and fostering an understanding of the applications of labor force and employment statistics to policy formulation and decision-making in the human resources field.

PROGRAM CONTENT: This seminar will not concentrate solely on the traditional approaches to employment statistics used in industrialized nations, but rather on approaches more useful to developing countries, such as multipurpose household surveys, time utilization studies, and income studies to determine both visible and invisible underemployment.

One focus of the seminar will be the design and conduct of surveys to determine employment, underemployment, and unemployment in rural areas, since sample selection and data collection in rural areas require special procedures.

Also included in the seminar will be the techniques and methodologies for conducting surveys of establishments to determine employment, hours, earnings, labor turnover, and job vacancies. Techniques for making maximum use of data from administrative sources will be emphasized.

A 6-week seminar on Manpower Projections and Analysis for Planning and Development will be held immediately following the labor force seminar. It is planned as a logical continuation of the labor force seminar, and participants are encouraged to attend both programs.

A summary of the program follows:

I. *Definitions and concepts:* Labor force, employment, underemployment, and unemployment.

II. *Labor force surveys:* Concepts, planning, sample selection, questionnaire design and collection methodology, estimation procedures, and special procedures for rural areas.

III. *Employment and manpower establishment surveys:* Planning, benchmarks, sample selection, questionnaire design, and estimation procedures.

IV. *Analysis of estimates of employment, underemployment, and unemployment:* Descriptive analysis, analysis by sector, analysis by industry and occupation, seasonal adjustment, and analysis of labor turnover.

SEMINAR TITLE: **Measurement of Wages, Salaries, and Other Compensation and Determination of Minimum Wages**

DATES: May 18 - June 26, 1987
DURATION: Six weeks

PARTICIPANTS: This seminar is designed for economists, statisticians, researchers, analysts, and managers from labor ministries, planning ministries, central statistical offices, central banks, development agencies, social affairs ministries, universities, trade unions,and businesses.

OBJECTIVES: To strengthen capabilities to:

—Develop an integrated system of wage statistics;

—Design, conduct, and analyze surveys of straight-time earnings and supplementary wage provisions by occupation;

—Design, conduct, and analyze surveys on wages, earnings, and income of farm and rural workers;

—Conduct surveys to measure employers' total expenditures for employee compensation, including the major supplements or fringe benefits to straight-time pay for hours worked;

—Develop measures of the rate of change in employee compensation, cash and noncash, which will be useful in analyzing wage trends and relating them to other economic variables;

—Develop techniques to identify the nature and characteristics of wage and price data needed for producing statistics on real wages and to select methods of computation to meet different requirements; and

—Apply techniques for setting minimum wages, including the use of standard budgets in defining the poverty level, and application of such budgets and definitions in determining a statutory minimum wage.

PROGRAM CONTENT: Wages, salaries, and supplementary compensation account for a substantial part of a country's national income. The magnitude of these figures underscores the importance of an adequate statistical program covering employee compensation.

Reliable statistics on wages, salaries, and other compensation, consumer price indexes, consumer expenditure surveys, and standard family budgets are useful to labor and management in collective bargaining and in labor negotiations. Government also uses such statistics in the formulation of public policy on wages, as in minimum wage legislation and in wage and salary administration.

Knowledge of levels and trends of pay rates by occupation, industry, locality, and region is important in the analysis of current economic developments and in studies relating to wage dispersion and differentials.

Individual statistical series in a country may vary in concept and in appropriate usage. They may measure rates of pay, compensation, or income. Participants are requested to bring with them from their own countries examples of wage surveys, including methodology and questionnaires, and minimum wage data for use in discussions and workshops. Time will be reserved for participants to have appointments with staff of the BLS and the Employment Standards Administration of the U.S. Department of Labor and with research officials in State agencies to discuss special problems in wage data and minimum wages.

A summary of the program follows:

I. *Occupational wage surveys:* Basic concepts, sampling techniques, schedule design, collection, processing, analysis, publication of data, and application in developing countries.

II. *Total compensation comparability and level of benefits project:* Basic concepts, scope of survey, occupational groups covered, benefit arees, sampling frame and design, data sources and collection methods, estimating procedures, reliability of estimates, and analysis and presentation of data.

III. *Employment Cost Index:* Basic concepts and scope, occupational and industrial classification, selection of sampling units, data sources and collection methods, processing of data, index compilation, and analysis of data.

IV. *Standard family budgets:* Definition, description, data sources, collection methods, presentation of data, and definition of poverty level.

V. *Minimum wages:* International comparisons of minimum wages, sources of data on setting minimum wages, and techniques for setting and adjusting minimum wages, including the political process.

SEMINAR TITLE: **Manpower Projections and Analysis for Planning and Development**

DATES: June 15 - July 24, 1987
DURATION: Six weeks

PARTICIPANTS: This seminar is designed for economists, statisticians, researchers, analysts, and managers from labor ministries, planning ministries, central statistical offices, central banks, development agencies, social affairs ministries, universities, trade unions, and businesses.

OBJECTIVES: To strengthen capabilities for the production and analysis of human resources statistics by:

—Fostering an understanding of the types and sources of manpower data available for planning purposes;

—Developing skills in projecting manpower supply and demand, both by industry and by occupational classification;

—Presenting methodologies and tools for constructing inventories of skilled manpower; and

—Developing familiarity with techniques for applying manpower data to planning various types of programs for employment and human resources development.

PROGRAM CONTENT: This seminar, although structured as a separate program, is a logical continuation of the labor force seminar which precedes it, and participants are encouraged to attend both seminars. This seminar focuses on the use of various sources of manpower data for projecting manpower requirements, and on the analysis of such data and projections for planning programs and developing policies for the betterment of the human resources sector.

A major part of the seminar will be devoted to methods and techniques of projecting manpower requirements by industry and occupation. This will include a study of the techniques of developing manpower supply and demand projections for semiskilled, skilled, and high-level technical and professional categories of manpower for such purposes as determining training needs.

The seminar will include the methodology for conducting and maintaining an inventory of high-level and skilled manpower. The course will review various sources of manpower information, their uses and adequacy, and the analysis and adjustment of data from such sources for use in manpower forecasting, projections, and assessments.

The application of projections and inventories of manpower to manpower planning will also be covered in the seminar, including the development of policies and programs for education and training, apprenticeships, employment services, and employment opportunities.

A summary of the program follows:

I. *Projecting manpower supply:* Sources of information, survey techniques, and methodologies for projection by occupation and industry.

II. *Projecting manpower demand:* Sources of information and data for verification, approximations of employment by economic activities in future years, estimation of employment by occupation, estimation of training needs by occupation and skill level, and estimation of flows.

III. *Inventories of high-level and skilled manpower:* Purposes of inventory, occupational classifications, selection of occupations for inclusion, secondary sources of information, survey techniques, and processing and maintenance of information system.

IV. *Manpower training programs:* Application of manpower statistics for planning and administering education, training, and apprenticeship programs.

V. *Employment programs:* Application of manpower statistics for planning programs to provide employment opportunities and for administering employment services.

SEMINAR TITLE: **Construction and Analysis of Price Indexes**

DATES: June 29 - August 7, 1987
DURATION: Six weeks

PARTICIPANTS: This seminar is designed for economists, statisticians, researchers, analysts, and managers from labor ministries, planning ministries, central statistical offices, central banks, development agencies, social affairs ministries, universities, trade unions, and businesses.

OBJECTIVES: To strengthen capabilities for the production and analysis of statistics on prices and expenditures with relation to:

—Designing, constructing, and analyzing indexes of consumer prices;

—Designing and conducting surveys of consumer expenditures to be used in price index construction and in the measurement of living conditions;

—Designing, constructing, and analyzing producer price indexes and import-export price indexes; and

—Using statistical tools such as probability sampling and regression analysis in the measurement and analysis of prices and living conditions.

PROGRAM CONTENT: This seminar is designed to present the theory, techniques, and methodologies for planning, designing, implementing, and maintaining statistical programs for the measurement of prices and expenditures in developing countries.

Consumer price indexes serve a twofold purpose—as a general economic indicator of the rate of inflation in a country's economy and as a yardstick for adjusting wages, salaries and other income payments to keep in step with rising prices. The indexes are useful in formulating economic policy to maintain wage/price stability, to evaluate tax proposals, and to adjust National Accounts for inflation and deflation.

Consumer expenditure surveys, which furnish data used in selecting and weighting item samples for consumer price indexes, provide valuable insights into the welfare of particular segments of the population and are also a source of data for family budget studies.

A summary of the program follows:

I. *Consumer expenditure surveys:* Basic concepts; sampling techniques; collection, processing, and publication of data; and consumer expenditure surveys in developing countries.

II. *Consumer price indexes (CPI):* Conceptual framework; target population and sampling techniques; selection of sample items and outlets; development of specifications; collection and processing of data; housing components of the CPI; construction of index numbers; seasonal items and other special problem areas; data collection and conceptual problems in the informal sector; publication, presentation, and dissemination of data; and application of the CPI in other countries.

III. *Producer and industrial price indexes; export and import price indexes:* Uses and concepts; selection of items and respondents; quality adjustments and derivation of weights; and collection, processing, and presentation of data.

IV. *Techniques for analyzing data on prices and expenditures:* Selected statistical tools and techniques, price deflators in gross national product measurement, and analysis of impact of price change on real wages and purchasing power.

SEMINAR TITLE: Management of Labor Statistics Programs

DATES: August 10-September 4, 1987
DURATION: Four weeks

PARTICIPANTS: This seminar is designed for managers and administrators of statistical and research programs in government agencies, universities, and other institutions concerned with collecting, processing, and analyzing data on the labor force.

OBJECTIVES: —To provide program managers with a working knowledge of the concepts of management; and

—To present the application of specific techniques to improve the timeliness, accuracy, and efficiency of labor statistics collection, processing, and analysis.

PROGRAM CONTENT: The seminar draws upon the unique experience and expertise of the Bureau of Labor Statistics in the management of labor statistics programs. Participants are given substantial opportunity to apply managerial principles and tools by means of practical workshops, case studies, and an individual research project. Areas of focus of the seminar include organizational structure, planning, budgeting, human resources management (including supervision, evaluation, and training), project management, control and information systems, program evaluation, public relations, and specialized management techniques.

A summary of the program follows:

I. *The role of management in effective labor statistics programs:* Knowledge of management theory and practice, effective use of human and material resources to achieve program goals.

II. *Nature of Management:* Theories, concepts, and practices.

III. *Management Planning:* Assessment of needs, development of program goals and objectives, planning techniques for program design and methods of implementation, assessment and development of resources, and criteria for evaluation.

IV. *Organization concepts and organization design:* Organization; and directing and delegating.

V. *Control and coordination:* Setting standards for measurement of performance, reporting systems, management by exception, and spot checks and audits.

VI. *Staffing, personnel management and training.*

VII. *Program Evaluation:* External and internal; and special studies.

VIII. *Management and development of data system.*

IX. *Management of household and establishment surveys:* A systems approach to planning and management of household surveys and establishment surveys and design of appropriate management control systems.

X. *Program planning and development:* Identification of data needs and uses, program implementation, and scheduling.

XI. *Tools of management and planning:* PERT charting, budget projections, modeling and game theory.

SEMINAR TITLE: **Analysis of Labor Statistics for Policy Formulation in the Human Resources Sector**

DATES: September 14 - November 6, 1987
DURATION: Eight weeks

PARTICIPANTS: This seminar is designed for economists, statisticians, researchers, analysts, and managers from labor ministries, planning ministries, central statistical offices, central banks, development agencies, social affairs ministries, universities, trade unions, and businesses.

OBJECTIVES:

—To strengthen the understanding of systematic methods of analyzing statistics concerned with human resources and related social subjects;

—To teach the application of analytical techniques to poor or fragmentary data and to data collected for administrative purposes;

—To demonstrate the application of analytical methods in the field of labor statistics for use in decisionmaking, policy formulation, and evaluation of human resources development programs; and

—To develop skills in presenting statistical reports and data to decisionmakers and other users in an understandable and useful manner.

PROGRAM CONTENT:

This seminar will draw on the experience of Bureau of Labor Statistics staff and others in selecting, analyzing, interpreting, and reporting statistical data. Participants will be taught how to identify sources of data that can be applied to particular problems. They will be shown how to draw upon and apply the data to decisionmaking.

A summary of the program follows:

I. *The analysis process:* Nature of analysis, process of analysis, types of data for analysis; assessing the reliability of data; techniques for analyzing poor or fragmentary data; and statistical tools for analysis.

II. *Application of the analysis process in labor statistics programs:* Labor force, employment, unemployment, underemployment, employment by sector, wages and compensation, prices, productivity, and economic growth.

III. *Application of labor statistics analysis to policy formulation and evaluation:* Techniques for presenting results to policymakers, employment opportunity programs, training needs, and improvement of opportunities for women and minorities.

The seminar will provide ample opportunity for problem solving and individual research. Each participant, under the guidance of a training officer, will work with a BLS expert in his/her chosen research topic. Each participant will also be able to undertake supplementary special programs as a followup on the subjects covered or in related problem areas. In pursuing individual study and research, participants will use the Department of Labor library. The program will make use of workshops and case studies which engender individual participation. Data and examples will be drawn, where possible, from experiences in developing countries.

NOTE: Participants in this seminar are asked to bring with them examples of data from their home countries for use in research projects.

SEMINAR TITLE: Occupational Safety and Health Statistics and Programs

DATES: October 5 - November 6, 1987
DURATION: Five weeks

PARTICIPANTS: Participants should have an elementary knowledge of statistics or epidemiology and some familiarity with the safety and health legislation and occupational injury and illness experience of their countries.

OBJECTIVES: To strengthen capabilities to produce and analyze occupational injury and illness statistics by:

—Fostering an understanding of the systems required for recording and reporting of occupational injuries, illnesses, and fatalities;

—Presenting methodologies and techniques for designing and conducting surveys of occupational injuries, illnesses, and fatalities, and associated causal factors;

—Developing skills in analyzing occupational injury, illness, and fatality data, and associated characteristics; and

—Fostering an understanding of the applications of occupational injury and illness statistics to programs of standards setting, enforcement, and training and to the overall goals of occupational injury and illness reduction and prevention.

PROGRAM CONTENT: The safety and health of workers is of increasing concern worldwide. New and changing technology and the increased use of chemicals in workplaces are among important factors for consideration. A capability to produce and analyze occupational injury and illness statistics and relevant characteristics is necessary: (1) for assessing the toll on human life and limb which occurs in the working environment; (2) for evaluating performance and progress in the attainment of the objectives of legislation or social policy; and (3) for developing or directing policy and decisionmaking to ameliorate or resolve problems related to workplace hazards and accidents.

The seminar is designed to provide a comprehensive treatment of the occupational safety and health statistical program of the Bureau of Labor Statistics for possible adaptation of techniques and procedures by industralized or developing countries.

Since a country's occupational safety and health legislation generally determines basic data requirements, a fundmental focus of the seminar will be the relationship of the legislation and implementing regulations to statistical system(s) established.

The seminar's main focus will be on the methodologies and techniques for conducting surveys of establishments to obtain workplace injury and illness information, and for developing national estimates of occupational injury and illness incidence by industry. Methodologies for making maximum use of data from administrative sources will also be emphasized.

The seminar will also include methods of analysis and interpretation of data, the application of data to other program objectives, and the treatment of special problems related to measurement of occupational illnesses and diseases and the role of epidemiology.

A summary of the program follows:

I. *Recording and reporting of occupational injuries and illnesses:* Relationship to legislation and regulations, employments covered, maintenance and retention of records, location and access of records, posting of records, recordkeeping exemptions, and reporting provisions.

II. *Concepts and definitions:* Occupational injury, occupational illness, medical treatment, first aid, establishment, work environment, lost workdays, and incidence rate.

III. *Establishment survey:* Scope of survey, concepts, planning, survey design, sample selection, data collection, editing and coding of data, data processing, estimating procedures, nonsampling variability, and data dissemination.

IV. *Administrative sources of data:* Rationale for use, methodologies for collection of data and uniform coding, data elements, data availability, data uses, and links to special surveys.

V. *Analysis of data:* Descriptive analysis, analysis by industry, analysis of causal factors and other accident characteristics, and analysis by occupation and other worker characteristics.

VI. *Applications of data:* Development of standards; enforcement, education, and training; program effectiveness; and policy and decisionmaking.

VII. *Limitations of data and special problem areas:* Causes of accidents, measurement of occupational illnesses, role of epidemiology, and data linkage.

SEMINAR TITLE: **Use of Economic Data in Collective Bargaining**

DATES: November 2-13, 1987; supplemental workshops November 16-20, 1987
DURATION: Two weeks, third week optional

PARTICIPANTS: This seminar is open to trade union officials, union research specialists, employers, officials of employer organizations and research associations, university and academic specialists, and government officials responsible for the maintenance of labor-management relations.

Participants should have either an interest in collective bargaining negotiations or responsibility for the promotion of fruitful labor-management relations.

OBJECTIVES: —To survey the statistics most commonly used in the collective bargaining process;

—To teach a range of simple mathematical calculations whereby these statistics can be applied in specific collective bargaining situations;

—To describe additional approaches and possible sources of labor statistics in published or administrative data form; and

—To suggest methods of analysis and data presentation to enhance the effectiveness of all available data.

THIRD WEEK OPTIONAL: Participants may attend this seminar either for the 2-week period from November 2 to 13, or for the 3 weeks from November 2 to 20.

All the subject matter will be covered during the first 2 weeks, so that those participants who can only come for a short time may benefit fully. The optional third week will consist of supplementary workshops, observational visits, and discussion on the material covered in the first part.

PROGRAM CONTENT: All parties to the collective bargaining process need reliable statistical data. These data are equally useful to management and trade union leaders, and to government officials involved in day-to-day labor-management relations, as well as to policymakers responsible for maintaining a climate conducive to good labor-management relations. Lack of familiarity with basic computational techniques may lead to less than optimum use of the statistics available. Efforts are often further hampered by the scarcity of published statistical data. Additional sources of useful data may be available in unpublished form, gathered by government ministries in household or establishment surveys.

The first 2 weeks of the seminar will include a 3-day overview of the uses of economic data in collective bargaining, including descriptions of collective bargaining in the United States, sources and availability of statistics in the economic field, and discussions of price, wage, and employment data applicable to the collective bargaining process. The next 7 days will focus on the interpretation of a wide range of economic data, and its reordering into the form most useful to attain specific goals. The third, optional week of the seminar will feature observational visits, practical workshops, and group discussions on the tools and techniques covered earlier.

The participants will study the types of economic statistics most commonly used in collective bargaining, such as consumer prices and cost-of-living indexes, productivity, wage and total compensation statistics, family budget studies, and employment measures. The focus is not on the methodological tools of the statistician nor on the compilation of statistics,

but on the interpretation and use of statistics, including simple mathematical computations. Additional emphasis will be given to unpublished or fragmentary sources of data, the use of data published by other countries or by international organizations, and the use of typical collective bargaining agreements for analysis of specific clauses and content.

Experts from BLS and other U.S. Government and international agencies will be joined by trade union specialists to lead lectures, discussions, and workshops. Participants will have an opportunity to study in detail each specific type of data and to learn methods of organizing and analyzing data for best results. The experience of other countries at a similar level of development or with a similar industrial base may be shared among participants to provide a useful model.

Participants will use electronic calculators during the workshops on data calculation to enable them to follow the computations, and to ensure their understanding of actual techniques and practical applications.

SEMINAR TITLE: **Collection and Analysis of Labor Market Information**

DATES: November 9 - December 11, 1987
DURATION: Five weeks

PARTICIPANTS: This seminar is designed for economists, researchers, labor market analysts, and managers from labor ministries, planning ministries, vocational training agencies, local governmental bodies, regional development agencies, local and regional planning units, social affairs ministries, universities, trade unions, and the private sector.

OBJECTIVES: To develop participants' capability to conduct and analyze labor market studies by:

—Defining a labor market and identifying its major components;

—Describing the various secondary sources of information about the local labor market that can be used to prepare a labor market study;

—Offering techniques for filling information gaps through sample surveys; and

—Developing skills in analyzing diverse data series with a coherent focus.

PROGRAM CONTENT: Labor market information is useful in determining manpower training needs, identifying the availability of labor, ascertaining prevailing wage rates, and exploring potential markets. The study of a labor market generally has a narrow geographic or activity focus. Frequently, there is a dearth of explicit data for the target study.

Labor market information is needed by national or local governments seeking to reduce unemployment, generate employment, or plan training programs to meet the needs of industry. Labor market studies are also valuable to local and regional planning agencies as well as industries and businesses looking for site locations, seeking ways of attracting and retaining skilled workers, or assessing the scope and size of potential markets. Labor unions will find these studies useful for determining comparable wage and compensation levels, local working conditions, and training needs.

The seminar will show participants how to develop information from various sources, to interpolate from existing data, conduct sample surveys if needed, and then bring the various pieces of data together for coherent, cogent analysis.

A summary of the program follows:

I. *Introduction to labor markets*
   A. What they are and how they are defined
   B. Reasons for conducting labor market studies, e.g., determining training needs

II. *Components of labor market information*
   A. Employment structure by industry and occupation
   B. Labor force and labor supply
   C. Local area unemployment
   D. Other demographic, geographic, and economic factors

III. *Sources of data for labor market information studies*
   A. Secondary sources such as censuses of population, industry, and housing
   B. Administrative data (e.g., payroll taxes or unemployment insurance records)
   C. Ongoing labor force surveys, marketing surveys, etc.
   D. Conducting ad hoc surveys of employers, workers, or households to obtain original data

IV. *Data analysis*

A. Defining the objective of the study
B. Focusing the diverse data series on the study objective
C. Data analysis and presentation

The seminar will provide ample opportunity for problem solving and individual research. Participants will select a research topic early in the seminar. Under the guidance of a BLS expert, the participant will work through the various processes of searching out sources of data, compiling data into relevant tabulations, and then submitting a final labor market study for critique. Data and examples from developing countries will be used wherever possible. Examples of data from a participant's country would be most relevant and useful, and participants are encouraged to bring appropriate data with them.

OTHER PROGRAMS

Long-Term Programs

Although the major emphasis of the Bureau of Labor Statistics international training program is on individual seminars addressing specific labor statistics programs or operations, BLS also offers long-term programs of 1 year or longer designed to give the participant a comprehensive background in labor statistics. Each long-term program is developed to meet the needs of the individual participant, and includes participation in selected seminars as well as extensive individualized instruction, research, and on-the-job training.

The cost of each long-term program is determined by its duration and content.

Special Programs

In addition to its formal seminars, the International Labor Statistics Program Center can arrange special programs upon request on any topic related to labor statistics for individual participants or small groups.

Such special programs may range in duration from 2 weeks to a year or more. The content of each program is individually designed to meet the needs of the participant(s), and may include attendance at selected seminar sessions, consultations with subject matter specialists, and/or research projects designed to provide practical experience in the subject area. Some special programs include field trips to other U.S. cities.

Special programs can also be arranged for the periods before or after a scheduled seminar for participants enrolled in the seminar program.

The cost of each special program depends on program duration, amount of domestic travel required, and any additional administrative costs incurred.

Overseas Seminars

The Bureau of Labor Statistics has the capability of holding overseas seminars on selected topics in labor statistics for participants from a particular country or region. In the past 8 years, 20 seminars have been conducted by BLS in other countries. Most overseas seminars are from 2 to 4 weeks in duration.

The cost of overseas seminars depends upon the number of instructors required, the duration of the seminar, travel, and per diem costs, plus cost of simultaneous interpretation and translation of materials (if needed). Where a number of participants from one country or region need training in the same subject area, an overseas seminar is often cost effective.

Because a lead time of 6 to 8 months is required to plan an overseas seminar, requests for such programs should be submitted to the International Labor Statistics Programs Center at least 8 months in advance of the desired starting date.

General Program Information

Participants

These seminars are open to economists, statisticians, analysts, and managers from labor ministries, planning ministries, central statistical offices, central banks, development agencies, social affairs ministries, universities, trade unions, and businesses.

Participants should have an elementary knowledge of statistics and some experience in analyzing labor/social data. Programs are offered to both men and women on an equal basis.

Seminar Objectives

Planners, administrators, and policymakers need timely, accurate, and relevant labor statistics in order to plan, carry out, and evaluate programs designed to improve the well-being of the population in both rural and urban areas.

A strong capability to produce, analyze, and use such data is necessary to provide: 1) an initial inventory of socioeconomic conditions, 2) the base against which performance and progress in the attainment of targeted social goals can be judged, and 3) an unbiased source of information for the formulation of policy and decisionmaking by which amelioration or solution of these problems may be attained. Optimal use of statistics is often hampered by the lack of experience of economists and statisticians in analyzing and interpreting the data in a manner that best serves the policymaker.

The objectives of the seminars offered by the Bureau of Labor Statistics are to strengthen capabilities for the production and analysis of all types of labor statistics, and to demonstrate how such data may be used in policy and program development and decisionmaking.

Methodology

Experts from BLS and from other U.S. Government and international agencies will work with the participants during each seminar. Maximum possibilities for problem solving, both individually and in group workshops, will be provided. Data and examples for the workshops will be drawn, wherever possible, from experiences in developing countries. Participants will be given the opportunity to undertake supplementary special programs if desired.

The BLS seminars emphasize highly specialized techniques not taught in university courses and, most importantly, the practical aspects of conducting labor statistics programs on a day-to-day basis. The seminars and special training programs provide a forum for participants to hear firsthand from BLS staff about their experiences in carrying out a specific statistical program, including the problems encountered and the solutions adopted. Workshops included in the seminars offer a unique opportunity for the exchange of experiences, circumstances, and alternatives used in countries around the world.

The sharing of the BLS staff's practical experiences, together with the experiences of the participants and their countries, extends to all areas and aspects of a statistical program—the conceptual framework, the survey design, the design of questionnaires—the collection of data, editing and processing the data, estimation, analysis, and presentation of results, all with an emphasis on practical applications in all areas of the world.

Certificates

Each participant will receive a certificate upon the successful completion of a seminar.

Materials

The Bureau of Labor Statistics will provide each participant with all necessary textual and reference materials at the beginning of the seminar. Some optional materials may be recommended for purchase.

Seminar materials are provided in English; for certain seminars, a limited number of materials are available in Spanish. A reading knowledge of English is, therefore, desirable.

Because of the emphasis on applied analysis, participants are requested to bring with them the following materials: 1) methodologies on how data related to the seminar topic are collected in their home countries; 2) questionnaires used in their countries for obtaining those data; and 3) samples of publications of those data from their countries. A small calculator, which may be purchased after arrival, would also be useful.

Simultaneous Interpretation Services

Each seminar is conducted in English with simultaneous interpretation services provided for Spanish, Portuguese, French, and Arabic speaking participants, provided a sufficient number of participants requiring one or more languages are nominated. Spanish and Portuguese translation services are offered at a special low rate, $975 per month per person.

The cost of interpretation services for French and Arabic is determined by the number of participants requiring the language in a given seminar; the total cost of interpretation in the language will be prorated, and USAID Missions or other sponsors will be notified in advance of their prorata shares. Nominations for French and Arabic speaking participants should, therefore, be received in Washington at least 3 weeks in advance of the start of the seminar, so that prorata shares of interpretation costs may be computed and sponsors notified accordingly.

Program Cost and Financial Arrangements

Participants typically are sponsored by their own governments by the UN and its affiliated agencies, the World Bank, the Organization of American States, by such nonprofit organizations as the Ford Foundation and Asia Foundation, or, in some cases, by USAID country missions.

The U.S. Department of Labor regrets that it cannot provide financial support or petition sponsors on behalf of participants.

Procedures for AID-sponsored participants: When a USAID country mission sponsors a participant, Project Implementation Order for Participants (PIO/P) documentation is required. PIO/P's should be forwarded to AID/W in advance of the seminar so that processing of participants' maintenance allowances may begin. It takes a minimum of 1 week, and frequently longer, after the participants' arrival in Washington before allowance checks can be issued. When a PIO/P is handcarried or sent later, there may be a delay of 3 weeks or more before the participant receives any allowance. Missions are, therefore, urged to provide each participant with a $750 maintenance advance to tide them over until their checks can be processed.

Other sponsors should make checks payable to the Bureau of Labor Statistics for instructional and administrative costs, registration fee, postage, and domestic travel, as well as an interpretation fee and/or computer time fee, if applicable. Maintenance allowances should be paid directly to participants; a minimum of $60 per day is recommended. Book allowances should also be paid directly to the participants.

All participants should be furnished round-trip tickets from home to Washington, D.C.

Costs for each of the 1987 seminars are shown in tables 1 and 2, on pages 25 and 26.

Medical Insurance Required

Participants sponsored by USAID are covered by medical insurance for the duration of their program. Because of the high cost of medical care in the United States, participants sponsored by other institutions are *required* to be covered by medical insurance. Arrangements should be made in advance by the sponsor to provide coverage through a suitable plan; otherwise the participant will be required to purchase commercial coverage upon arrival at the seminar. The cost of commercial medical insurance depends upon the participant's age, length of program, and visa status. *Note:* Commercial medical insurance coverage is available to any participants under age 65 who hold a J-1 or F-1 visa. However, participants with B-1 or B-2 visas are eligible for insurance only if under age 40. Therefore, participants age 40 and over with B-1 or B-2 visas MUST make arrangements for medical insurance coverage prior to coming to the seminar.

Arrival Date and Orientation

For AID-sponsored participants, the recommended arrival date (call forward date) is generally 1 week before the seminar begins. Arrival by this date allows participation in the 1-week orientation program at the Washington International Center (WIC) that is provided to all AID-sponsored participants.

Participants financed by other sponsors should arrive in Washington 2 or 3 days before the seminar begins in order to obtain housing. The 1-week orientation program at Washington International Center is available to non-AID participants upon payment of an additional fee.

Arrival Notices

Scheduled arrival times and flight information for AID-sponsored participants should be cabled at least 7 days in advance to AID/W, ID 420, with an information copy to the U.S. Reception Center; this will enable WIC or BLS staff to meet the participant at the airport and make first-night hotel reservations.

Arrival notices for participants sponsored by institutions other than AID should be cabled to the attention of John McCracken, International Labor Statistics Program Center, BLS, U.S. Department of Labor. If arrival information for non-AID participants is received in time, BLS staff will make first-night hotel reservations, meet the participant at the airport, and provide transportation to the hotel.

Location of Seminars

The seminars are conducted in the international training facilities of the Bureau of Labor Statistics, Room S-1310, Frances Perkins Department of Labor Building, 200 Constitution Ave. NW., Washington, D.C. 20210.

Most seminars also include a short field trip to at least one other city within the United States.

Accommodations and Transportation

The Bureau of Labor Statistics maintains a list of reasonably prices hotels, furnished apartments, and boarding houses in the Washington area, and offers assistance to participants in locating suitable lodging for the duration of the seminar. Some participants prefer accommodations where meals are provided; others prefer to cook their own meals, and still others prefer to eat in restaurants and cafeterias. All these types of accommodations are available in the area, and participants are free to move to such accommodations as they prefer. To save money, many participants choose to share accommodations with other participants in the same course. Participants may be required to pay for additional lodging during the seminar field trip.

The Department of Labor building, which houses the international training facilities of the Bureau of Labor Statistics, is conveniently located near a subway station. Most recommended lodgings are also near subway stops, and participants are given orientation in the use of the excellent Metro subway system in Washington.

The Department of Labor building also has a cafeteria where breakfast and lunch may be obtained for a reasonable price.

Table 1. Program costs: Sponsors other than USAID country missions

The table shows the total costs for each seminar to be paid to the Bureau of Labor Statistics by the sponsor of each seminar participant. These costs do not include the cost of simultaneous language interpretation (which also is paid to the Bureau of Labor Statistics where applicable). This table also does not include the allowances that should be paid directly to the participant, including maintenance allowance, book allowance, and health insurance allowance, nor does it include the cost of international travel.

Seminar	Instructional and administrative costs	Registration fee	Postage fee	Domestic travel	Computer time fee	Total costs payable to BLS
Computer packages for beginners	$2,000	$25	$60	$350	$150	$2,585
Labor statistics computer software packages	2,400	25	60	350	150	2,985
Labor force characteristics	2,400	25	60	350	50	2,885
Measurement of wages and other compensation	2,400	25	60	350	50	2,885
Manpower projections and analysis	2,400	25	60	350	50	2,885
Construction and analysis of price indexes	2,400	25	60	350	50	2,885
Management of labor statistics programs	1,600	25	60	350	50	2,085
Analysis of labor statistics	3,200	25	60	400	50	3,735
Occupational safety and health statistics and programs	2,000	25	60	350	50	2,485
Use of economic data in collective bargaining (2-week program)	800	25	30	–	–	855
Use of economic data in collective bargaining (3-week program)	1,200	25	30	75	–	1,330
Labor market information	2,000	25	60	350	50	2,485

Table 2. Program costs: Sponsored by USAID country missions

The table shows the total costs for each seminar to be allocated by USAID country missions for each seminar participant. These costs do not include the cost of simultaneous language interpretation, nor do they include international travel. However, this table does include maintenance allowances and book allowances.

Seminar	Instructional, administrative, and orientation costs	Registration fee	Postage fee	Domestic travel	Computer time fee	Book allowance	Maintenance allowance	Total cost to aid mission
Computer packages for beginners	$2,084	$25	$60	$350	$150	$50	$2,295	$5,014
Labor statistics computer software packages	2,438	25	60	350	150	50	2,715	5,788
Labor force characteristics	2,438	25	60	350	50	50	2,715	5,688
Measurement of wages and other compensation	2,438	25	60	350	50	50	2,715	5,688
Manpower projections and analysis	2,438	25	60	350	50	50	2,715	5,688
Construction and analysis of price indexes	2,438	25	60	350	50	50	2,715	5,688
Management of labor statistics programs	1,730	25	60	350	50	50	1,875	4,140
Analysis of labor statistics	3,145	25	60	400	50	50	3,555	7,285
Occupational safety and health statistics and programs	2,084	25	60	350	50	50	2,295	4,914
Use of economic data in collective bargaining (2-week program)	1,023	25	30	–	–	30	1,035	2,143
Use of economic data in collective bargaining (3-week program)	1,377	25	30	75	–	30	1,455	2,992
Labor market information	2,084	25	60	350	–	50	2,295	4,914

Nomination Procedures

Nominations of participants sponsored by organizations other than the United States Agency for International Development (USAID) may be made by writing to:

John T. McCracken, Director
International Labor Statistics Program Center
Bureau of Labor Statistics
U.S. Department of Labor, Room S-1310
200 Constitution Ave. NW.
Washington, D.C. 20210-USA

Telephone number: (202)523-9231

Nominations should include participant's name, position, name and address of agency, seminar(s) to be attended, and name and address of sponsor. A form which may be used is found in the back of this catalog. All nominations must include a complete mailing address and, if possible, telephone number. Please be sure that the text of any nomination telex or cable fully identifies your organization. The Bureau of Labor Statistics cannot reply by telex; a telex number is, therefore, not sufficient identification.

Replies to nominations will be sent by airmail, or cabled to the U.S. Embassy in the participant's home country, whereupon an Embassy official will contact the nominating agency.

Nominations of non-AID sponsored participants may also be cabled through the U.S. Embassy.

Persons who seek AID sponsorship should contact the AID Mission at the U.S. Embassy in their country.

(NOTE TO AID MISSIONS: Nominations of AID-sponsored participants should be cabled to AID/W, ID 420. USAID Missions are requested to prepare complete PIO/P and bio-data and forward to AID/ST/IT. No call-forward date will be issued prior to receipt of documentation.)

Nomination Form

I wish to nominate the person named below to attend the following seminar(s):

- ☐ Computers for Beginners (March 9 - April 10, 1987)
- ☐ Labor Statistics Computer Software (April 13 - May 22, 1987)
- ☐ Labor Force Characteristics (May 4 - June 12, 1987)
- ☐ Measurement of Wages (May 18 - June 26, 1987)
- ☐ Manpower Projections (June 15 - July 24, 1987)
- ☐ Construction of Price Indexes (June 29 - August 7, 1987)
- ☐ Management of Labor Statistics (August 10 - September 4, 1987)
- ☐ Analysis of Labor Statistics (September 14 - November 6, 1987)
- ☐ Occupational Safety and Health Statistics (October 5 - November 6, 1987)
- ☐ Use of Economic Data in Collective Bargaining (November 2 - November 20, 1987)
- ☐ Labor Market Information (November 9 - December 11, 1987)
- ☐ Special Program on _____ (Topic) _____ (Dates)

Name of candidate: _____
Title: _____
Ministry or agency: _____
Ministry or agency address: _____
Country: _____

Language of interpretation (if required) _____

- ☐ Own government
- ☐ ILO
- ☐ USAID
- ☐ UN
- ☐ UNDP
- ☐ Other (specify) _____

Interpretation required? ☐ No ☐ Yes (language): _____

Nominating official: _____
Signature: _____
Title: _____
Ministry or agency: _____
Ministry or agency address: _____
Country: _____
Telephone: _____

This form may be returned to:

John T. McCracken, Director
International Labor Statistics Program Center
Bureau of Labor Statistics
U.S. Department of Labor
200 Constitution Avenue NW., Room S-1310
Washington, D.C. 20210 - U.S.A.